

## 4. The units

### Personal Development Unit Group

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assertiveness Skills	E3	3	30	30	HB6/E3/NQ/009	L/506/9681
Budgeting	E3	1	10	10	HE1/E3/NQ/004	T/506/9691
Dealing with Debt	E3	3	30	30	HE1/E3/NQ/005	Y/506/9568
Domestic Skills	E3	3	30	30	HB1/E3/NQ/113	K/506/9574
Environmental Issues	E3	2	20	20	HB1/E3/NQ/114	K/506/8795
Individual Rights and Responsibilities	E3	1	10	10	HB1/E3/NQ/115	L/506/9714
Lip Reading Skills	E3	3	30	30	HB1/E3/NQ/119	D/506/9751
Making Choices	E3	1	10	10	HB1/E3/NQ/142	A/507/2480
Making Choices In Pursuit Of Personal Goals	E3	3	30	30	HB1/E3/NQ/121	R/506/9729
Managing Social Relationships	E3	2	20	20	HD5/E3/NQ/012	J/506/9730
Money Management	E3	3	30	30	HD8/E3/NQ/015	F/506/6230
Personal Development	E3	1	10	10	HB1/E3/NQ/123	M/506/9737
Personal Development	E3	3	30	30	HB1/E3/NQ/124	H/506/9735
Personal Development Skills	E3	3	30	30	HB1/E3/NQ/043	J/504/8182
Personal Safety Awareness	E3	3	30	30	HB1/E3/NQ/126	K/506/9719
Recognising Own Skills for Personal Development	E3	3	30	30	HB1/E3/NQ/102	D/505/8958
Recycling Waste Management	E3	2	20	20	HD8/E3/NQ/020	J/506/8819

Shopping for your Home	E3	3	30	30	HD5/E3/NQ/013	K/506/9798
Skills for Independent Living	E3	3	30	30	HD6/E3/NQ/007	D/504/8186
Skills for Shopping	E3	3	30	30	HD5/E3/NQ/014	D/506/9832
Social and Physical Aspects of Adult Relationships	E3	1	10	10	HB7/E3/NQ/010	A/506/9806
Take Part in an Activity	E3	1	10	10	HB1/E3/NQ/130	Y/506/9716
Time Management Skills	E3	2	20	20	HB1/E3/NQ/083	A/505/5498
Understanding Family Relationships	E3	3	30	30	HJ2/E3/NQ/006	R/506/9827
Understanding Financial Services	E3	1	10	10	HC4/E3/NQ/138	Y/506/9828
Understanding Self And Others	E3	3	30	30	HB1/E3/NQ/133	L/506/9728
Understanding Sex and Relationships	E3	3	30	30	PS2/E3/NQ/001	D/506/9829
Understanding Young People, Law And Order	E3	3	30	30	HH4/E3/NQ/003	R/506/9830
Using Domestic Appliances	E3	2	20	20	HD8/E3/NQ/021	F/506/8821
Volunteering	E3	2	20	20	HC4/E3/NQ/139	A/506/9787

### Employability Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Applying for a Job	E3	1	10	10	HC6/E3/NQ/005	H/505/3180
Building Working Relationships with Colleagues	E3	2	20	20	HC4/E3/NQ/151	M/508/0303

Career Preparation	E3	1	10	10	HC1/E3/NQ/018	R/506/9553
Communication in The Workplace	E3	2	20	20	HD2/E3/NQ/002	A/508/0305
Customer Service Skills	E3	3	30	30	HC4/E3/NQ/134	L/506/9566
CV Writing	E3	1	10	10	HC4/E3/NQ/074	A/505/3184
Employment Contract and Payslip Basics	E3	1	10	10	HC4/E3/NQ/130	R/504/8864
Getting to Know an Organisation	E3	3	27	30	HD6/E3/NQ/037	K/507/2720
Interview Skills	E3	1	10	10	HC6/E3/NQ/007	R/508/0309
Introduction to Group and Teamwork Communication Skills	E3	3	30	30	HB1/E3/NQ/118	H/506/9718
Participating in a Vocational Taster	E3	2	20	20	HC4/E3/NQ/135	Y/506/9747
Preparation for Work Experience	E3	1	10	10	HC1/E3/NQ/019	T/506/9710
Prepare for a Recruitment Interview	E3	2	20	20	HC6/E3/NQ/010	D/506/9684
Problem Solving Skills for Work	E3	2	20	20	HC7/E3/NQ/004	J/505/3219
Production Skills	E3	3	30	30	WB1/E3/NQ/002	L/506/9759
Recognising Employment Opportunities	E3	1	10	10	HC4/E3/NQ/124	K/504/8529
Responsible Work Practice	E3	1	10	10	HC1/E3/NQ/017	L/505/5697
Skills for Employability	E3	3	30	30	HB1/E3/NQ/127	M/506/9687
Skills for Gaining Employment	E3	3	30	30	HC6/E3/NQ/011	H/506/9802
Teamwork Skills	E3	3	30	30	HB1/E3/NQ/131	K/506/9817

Understanding A Work Experience Placement	E3	3	30	30	HC4/E3/NQ/136	J/506/9825
Undertaking An Enterprise Project	E3	6	60	60	HC4/E3/NQ/142	T/506/9738
Working with Others	E3	1	10	10	HC4/E3/NQ/141	J/506/9789

### Study Skills Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Developing a Personal Learning Programme	E3	3	30	30	HB1/E3/NQ/111	D/506/9569
Developing Personal Study Skills	E3	3	30	30	HB1/E3/NQ/091	M/506/0763
Induction to College	E3	3	30	30	HB1/E3/NQ/116	K/506/9753
Introduction to a Training Course	E3	3	30	30	HB1/E3/NQ/117	D/506/9717
Personal Learning Goals	E3	3	30	30	HB1/E3/NQ/125	H/506/9721
Study Skills	E3	3	30	30	HB1/E3/NQ/045	H/504/8187

### English Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Engage in Discussion	E3	1	10	10	HD3/E3/NQ/021	M/506/9575
Grammar and Punctuation in Practical Use	E3	1	10	10	HD3/E3/NQ/014	A/506/1768
Grammar Skills	E3	1	10	10	HD3/E3/NQ/022	K/506/9705
Improving Own Spelling	E3	1	10	10	HD3/E3/NQ/023	J/506/9713
Reading Comprehension	E3	1	10	10	HD3/E3/NQ/024	F/506/9760

Reading Grammar and Punctuation	E3	1	10	10	HD3/E3/NQ/025	L/506/9793
Reading Key Personal Words	E3	1	10	10	HD3/E3/NQ/026	R/506/9794
Speaking To Communicate	E3	1	10	10	HB1/E3/NQ/128	L/506/9700
Spelling and Handwriting Skills	E3	1	10	10	HD3/E3/NQ/027	L/506/9809
Spelling in Practice	E3	1	10	10	HD3/E3/NQ/028	F/506/9810
Using Listening and Responding Skills	E3	1	10	10	HD3/E3/NQ/029	A/506/9773
Using Punctuation	E3	1	10	10	HD3/E3/NQ/030	K/506/9784
Writing Composition Skills	E3	1	10	10	HB1/E3/NQ/108	T/506/1770

### Maths Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Addition and Subtraction	E3	1	10	10	HD4/E3/NQ/035	K/505/5609
Data Handling: Extracting and Interpreting Data	E3	1	10	10	HD4/E3/NQ/041	D/506/0693
Data Handling: Recording and Representing Data	E3	1	10	10	HD4/E3/NQ/042	H/506/0694
Division	E3	1	10	10	HD4/E3/NQ/037	F/505/5633
Extract and Use Data	E3	1	10	10	HD4/E3/NQ/029	J/505/5634
Fractions	E3	1	10	10	HD4/E3/NQ/038	L/505/5635
Measure	E3	1	10	10	HD4/E3/NQ/045	F/506/1769
Measure: Weight	E3	1	10	10	HD4/E3/NQ/048	R/506/9732

Measuring Distance and Length	E3	1	10	10	HD4/E3/NQ/010	A/504/8180
Money	E3	1	10	10	HD4/E3/NQ/032	R/505/5636
Multiplication of Whole Numbers	E3	1	10	10	HD4/E3/NQ/039	T/505/5645
Shape and Space	E3	1	10	10	HD4/E3/NQ/033	F/505/5647
Time	E3	1	10	10	HD4/E3/NQ/049	A/506/9725
Using Addition and Subtraction	E3	1	10	10	HD4/E3/NQ/050	T/506/9769
Whole Numbers	E3	1	10	10	HD4/E3/NQ/040	L/505/5649

### Administration Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Handling Telephone Calls from Customers	E3	2	20	20	AY7/E3/NQ/008	K/505/6355
Introduction to Business Administration	E3	1	10	10	HC4/E3/NQ/154	T/508/0349
Reception and Filing Skills	E3	3	30	30	AY7/E3/NQ/005	H/505/3194
Using Office Equipment in a Business Environment	E3	1	10	10	AY8/E3/NQ/003	D/505/0319
Using the Telephone and Photocopier	E3	3	30	30	AY8/E3/NQ/005	H/506/9833
Working in Business Administration	E3	1	10	10	AY6/E3/NQ/001	K/505/3231

### Animal Care Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assist with Catching and Restraining a Small Animal	E3	2	20	20	SP2/E3/NQ/005	Y/506/9683
Check that a Small Animal is Healthy	E3	3	30	30	SP1/E3/NQ/002	L/506/9745
Developing Confidence Working with Animals	E3	3	30	30	SP2/E3/NQ/006	A/506/9756
Groom a Small Animal	E3	2	20	20	SP2/E3/NQ/007	T/506/9707
Recognise Types and Parts of the Body of Small Animals	E3	2	20	20	SP1/E3/NQ/003	D/506/9796
Show Visitors Around a Small Animal Enterprise	E3	2	20	20	SM1/E3/NQ/002	M/506/9799

### Building and Construction Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Brickwork: Introduction to Assisting Workshop Practice	E3	3	30	30	TG2/E3/NQ/012	A/505/4206
Brickwork: Introduction to Building a Half Brick Wall Three Courses High	E3	3	30	30	TG2/E3/NQ/018	R/508/0312
Building a Three Brick Square Hollow Pillar	E3	3	30	30	TG2/E3/NQ/016	L/506/9552
Building a Three Course Half Brick Wall	E3	3	30	30	TG2/E3/NQ/017	T/506/9741
Carry Out Plastering Operations	E3	2	20	20	TG8/E3/NQ/011	H/508/0315

Cutting and Hanging Wall Coverings	E3	3	30	30	TG8/E3/NQ/008	D/506/8793
Health and Safety: Construction	E3	3	30	30	TF4/E3/NQ/003	F/506/9712
Introduction to Brickwork	E3	3	30	30	TG2/E3/NQ/011	R/505/3191
Introduction to Building and Construction	E3	1	10	10	TG1/E3/NQ/006	M/508/0317
Introduction to Carpentry and Joinery	E3	3	30	30	TG7/E3/NQ/001	Y/505/3192
Introduction to Drilling and Fixing Components in Plumbing	E3	2	20	20	TH3/E3/NQ/003	A/508/0319
Introduction to Environmental Sustainability	E3	1	10	10	TC3/E3/NQ/002	T/508/0321
Introduction to Marking and Measuring Out in Plumbing	E3	2	20	20	TH3/E3/NQ/004	L/508/0325
Painting and Decorating Skills	E3	3	30	30	TG8/E3/NQ/009	J/506/8805
Painting and Decorating: Cutting and Hanging Wall Coverings	E3	3	30	30	TG8/E3/NQ/010	K/507/2930
Preparing to Work in Construction	E3	3	30	30	TG1/E3/NQ/005	J/506/9758
Site Carpentry Skills	E3	2	20	20	WK1/E3/NQ/006	H/508/0329

**Child Development and Well Being Group**

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Caring for a Child	E3	3	30	30	HF1/E3/NQ/026	J/506/9744



Caring for Young Children and Babies	E3	3	30	30	HF7/E3/NQ/001	L/505/5876
Developing Parenting Skills	E3	3	30	30	HF1/E3/NQ/027	Y/506/9571
Introduction to Developing Skills for Caring for your Child	E3	3	30	30	HF1/E3/NQ/024	M/505/8785
Introduction to Food and Nutrition for Children and Young People	E3	3	30	30	HF1/E3/NQ/018	R/505/3210
Introduction to Making and Using Story Sacks for Family Learning	E3	2	20	20	HB1/E3/NQ/094	J/505/8548
Making and Using Story Sacks for Family Learning	E3	2	20	20	HF1/E3/NQ/028	H/506/9749
Planning Physical Care Needs of Young Children	E3	3	30	30	HF1/E3/NQ/005	R/504/8184
Preparing, Presenting and Storing Food for Children	E3	3	30	30	HF7/E3/NQ/002	Y/505/5878
Respecting Children as Individuals	E3	3	30	30	HF1/E3/NQ/006	Y/504/8185
Skills for Listening to Children	E3	3	30	30	HF1/E3/NQ/029	K/506/9803
Supporting Children in Family Learning	E3	3	30	30	HB1/E3/NQ/129	A/506/9711
Understanding How and Why to Support Children in Family Learning	E3	3	30	30	HJ2/E3/NQ/005	D/505/8572
Understanding Human Growth and Development	E3	3	30	30	HF1/E3/NQ/022	R/505/3224
Young Parenthood	E3	2	20	20	HD5/E3/NQ/015	R/506/9746

### Community and Citizenship Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Aspects of Citizenship	E3	3	30	30	HE4/E3/NQ/006	J/504/8425
Citizenship	E3	3	30	30	HB1/E3/NQ/110	H/506/9556
Living in the Community	E3	3	30	30	HD6/E3/NQ/026	K/506/9722
The Local Community	E3	1	10	10	HB1/E3/NQ/132	F/506/9824
Understanding Cultural Differences	E3	3	30	30	HC4/E3/NQ/137	L/506/9826
Understanding Diversity In Society	E3	3	30	30	HB7/E3/NQ/011	F/506/9726

### Crafts, Creative Arts and Design Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Clothing Design	E3	3	30	30	JK1/E3/NQ/008	A/506/9563
Craft Skills	E3	3	30	30	JA2/E3/NQ/004	F/506/9564
Curtain Making	E3	3	30	30	JL7/E3/NQ/008	J/506/9565
Garment Making	E3	3	30	30	JK1/E3/NQ/007	H/506/9704
Introduction to a Design Project	E3	3	30	30	JC1/E3/NQ/007	L/508/1572
Making an Art or Craft Product	E3	2	20	20	JG7/E3/NQ/001	F/507/3579
Needle and Textile Crafts	E3	3	30	30	JA8/E3/NQ/003	Y/506/9733
Soft Furnishing	E3	3	30	30	JL7/E3/NQ/009	L/506/9695
Using Mixed Media in 2D	E3	3	30	30	JB2/E3/NQ/005	A/506/9739

### Health and Hygiene Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Alcohol and Drug Misuse Awareness	E3	3	30	30	HH3/E3/NQ/005	J/506/9534
Developing Skills For Hygiene And Health	E3	3	30	30	HJ1/E3/NQ/022	J/506/0624
Health and Safety Awareness	E3	1	10	10	HB5/E3/NQ/005	F/506/9709
Issues of Substance Misuse	E3	1	10	10	HH3/E3/NQ/006	D/506/9720
Personal Hygiene	E3	1	10	10	HJ1/E3/NQ/026	Y/506/8811
Personal Hygiene Skills for Hands and Feet	E3	1	10	10	HJ1/E3/NQ/007	L/504/8183
Personal Hygiene Skills for Oral Health	E3	1	10	10	HJ1/E3/NQ/027	M/506/9723

### History Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Local History	E3	3	30	30	DB6/E3/NQ/003	T/506/9724

### Horticulture and Forestry Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Amenity Horticulture Skills	E3	3	30	30	SE2/E3/NQ/035	K/505/8929
Cultivating Plant Cuttings	E3	3	30	30	SG4/E3/NQ/003	H/505/6449
Developing an Awareness of Soil Types and Garden Habitats	E3	3	30	30	SE2/E3/NQ/032	D/505/6451
Garden Horticulture	E3	3	30	30	SG4/E3/NQ/004	H/505/6466

Garden Maintenance Skills	E3	3	30	30	SG4/E3/NQ/005	K/505/6467
Getting to Know Woodlands	E3	3	30	30	SG4/E3/NQ/002	M/505/6468
Introduction to Propagation of Plants	E3	3	30	30	SE2/E3/NQ/027	Y/505/3211
Planting in a Container	E3	3	30	30	SG4/E3/NQ/007	T/505/6469
Practical Floristry Skills	E3	3	30	30	SE7/E3/NQ/004	L/506/9678
Recognise Trees and Plants and their Importance to Wildlife	E3	2	20	30	SA1/E3/NQ/002	Y/506/9795
Sowing and Growing Plants	E3	3	30	30	SE2/E3/NQ/030	K/505/3195
Understanding Floristry Skills	E3	1	10	10	SE7/E3/NQ/005	J/506/9727
Using And Maintaining Garden Tools	E3	3	30	30	SE2/E3/NQ/036	M/506/9771
Water Plants by Hand	E3	1	10	10	HC4/E3/NQ/140	M/506/9740

### Hospitality and Catering Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Basic Cooking	E3	2	20	30	NF4/E3/NQ/007	K/505/3181
Basic Food Preparation	E3	2	20	30	NF4/E3/NQ/008	M/505/3182
Customer Service in the Hospitality Industry	E3	1	10	10	NA1/E3/NQ/005	T/505/3183
Food Safety and Storage	E3	3	30	30	HD8/E3/NQ/018	A/506/9577
Food, Drink and Cooking	E3	3	30	30	HD6/E3/NQ/008	T/504/8176
Introduction to Catering	E3	1	10	10	HC4/E3/NQ/152	L/508/0339

Introduction to the Hospitality Industry	E3	1	10	10	NA1/E3/NQ/007	H/505/3213
Serving Food and Drink	E3	2	20	20	NA1/E3/NQ/010	T/505/6133
Skills for Setting a Table	E3	1	10	10	HD6/E3/NQ/027	M/506/9804

### IT for Users Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Audio and Video Software	E3	2	15	20	CQ6/E3/NQ/006	Y/505/6366
Computer Basics	E3	1	10	10	CN1/E3/NQ/005	F/506/9757
Computer Security and Privacy	E3	2	20	30	CQ6/E3/NQ/011	D/505/6367
Data Management Software	E3	2	15	20	CQ6/E3/NQ/007	H/505/6368
Database Software	E3	2	15	20	CQ6/E3/NQ/008	K/505/6369
Design and Imaging Software	E3	2	15	20	CQ6/E3/NQ/009	H/505/6371
Desktop Publishing Software	E3	2	15	30	CQ2/E3/NQ/003	F/505/3185
Digital Lifestyle	E3	1	10	10	CP5/E3/NQ/005	A/506/1771
IT User Fundamentals	E3	2	20	20	CN0/E3/NQ/012	K/505/3214
Personal Digital Photograph Processing	E3	1	10	10	CQ6/E3/NQ/017	L/506/9731
Personal Information Management Software	E3	1	10	10	CQ6/E3/NQ/013	F/505/6376
Presentation Software	E3	2	20	20	CQ5/E3/NQ/005	A/505/3217
Productivity Programs	E3	1	10	10	CN0/E3/NQ/013	F/506/1772
Specialist/Bespoke Software	E3	2	15	20	CQ6/E3/NQ/014	J/505/6377

Spreadsheet Software	E3	2	15	20	CP3/E3/NQ/004	L/505/3223
The Internet and World Wide Web	E3	1	10	10	CR3/E3/NQ/015	A/506/9823
Using Computers for Family Learning	E3	3	20	30	HB1/E3/NQ/134	T/506/9772
Using Email	E3	1	10	10	CR3/E3/NQ/011	Y/505/3225
Using Mobile IT Devices	E3	1	10	10	CQ6/E3/NQ/015	L/505/6378
Using the Internet	E3	1	10	10	CR3/E3/NQ/012	H/505/3227
Using the Internet for Shopping	E3	1	10	10	CR3/E3/NQ/016	M/506/9785
Word Processing	E3	2	20	20	CQ1/E3/NQ/006	A/506/9742

### Performing Arts Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Performance Skills	E3	3	30	30	LE1/E3/NQ/001	D/506/9734
Physical Performance Skills	E3	3	30	30	LC1/E3/NQ/005	R/506/9715

### Retail Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Handling Stock in a Retail Environment	E3	3	30	30	BC3/E3/NQ/001	A/504/8177
Keeping the Work Area Clean and Safe in a Retail Environment	E3	3	30	30	BC3/E3/NQ/002	F/504/8178
Looking after Customers in a Retail Environment	E3	3	30	30	BC3/E3/NQ/003	J/504/8179

### Hairdressing and Beauty Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Hair Plaiting	E3	3	30	30	HL7/E3/NQ/018	A/506/9708
Hairdressing: Introduction to Assisting a Stylist	E3	3	30	30	HL7/E3/NQ/011	L/505/3187
Hairdressing: Introduction to Health and Safety	E3	3	30	30	HL7/E3/NQ/019	T/506/9755
Hairdressing: Introduction to Working Relationships	E3	3	30	30	HL7/E3/NQ/020	M/506/9754
Hand Care	E3	3	30	30	HL1/E3/NQ/012	M/506/8796
Introduction to the Hair and Beauty Sector	E3	2	20	20	HL7/E3/NQ/021	F/506/8799
Introduction to Hairdressing and Beauty	E3	1	10	10	HL1/E3/NQ/014	M/508/0334
Providing Basic Manicure Treatments	E3	3	30	30	HL1/E3/NQ/015	K/617/9325
Skin Care	E3	3	30	30	HL1/E3/NQ/013	A/506/8820

### Sport, Leisure and Recreation Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assisting at a Sport or Active Leisure Event	E3	3	30	30	MA1/E3/NQ/014	F/506/9550
Developing Angling Skills	E3	3	30	30	MH4/E3/NQ/003	A/505/8594
Developing Skills for a Healthy Lifestyle	E3	3	30	30	HJ1/E3/NQ/021	J/504/8490
Health and Fitness	E3	3	30	30	HJ5/E3/NQ/006	T/505/7203
Improving Own Fitness	E3	3	30	30	HJ5/E3/NQ/007	A/506/8798

Indoor Team Games	E3	3	30	30	MA3/E3/NQ/003	D/506/9703
Participating in Leisure Activities	E3	3	30	30	MA2/E3/NQ/001	F/504/8181
Planning and Participating in Short Walks	E3	3	30	30	MH1/E3/NQ/006	M/506/9706
Skills for a Healthy Lifestyle	E3	3	30	30	HJ1/E3/NQ/028	Y/506/9800
Taking Part in Sport	E3	3	30	30	MA1/E3/NQ/005	R/505/7208
The Angling Environment	E3	3	30	30	MH4/E3/NQ/005	M/506/9821

### Transport, Operations and Maintenance Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Accessing Public Transport	E3	3	30	30	NK2/E3/NQ/002	T/506/9545
Check and Maintain Motor Vehicle External Lighting	E3	1	10	10	XS1/E3/NQ/040	Y/508/0344
Checking and Maintaining Car Tyre Pressures and Tread	E3	1	10	10	XS1/E3/NQ/021	T/505/4401
Clean and Prepare a Cycle for Use	E3	1	10	10	XS1/E3/NQ/037	D/506/9748
Checking and Maintaining Fluid Levels on a Car	E3	1	10	10	XS1/E3/NQ/036	Y/506/9554
Identification of Basic External and Internal Car Parts	E3	1	10	10	XS1/E3/NQ/023	R/505/3188
Introduction to Road Safety	E3	3	30	30	HB5/E3/NQ/004	F/505/8712
Introduction to Engineering	E3	1	10	10	XA1/E3/NQ/002	J/508/0324
Introduction to Road Safety	E3	3	30	30	HB5/E3/NQ/004	F/505/8712



Lubricate and Tension a Single Speed Cycle Chain	E3	1	10	10	XS8/E3/NQ/013	Y/506/9750
Motor Vehicle Workshop Tools and Equipment	E3	2	20	20	XS1/E3/NQ/024	T/505/3216
Remove and Replace Cycle Saddles, Seatposts and Handlebars	E3	1	10	10	XS8/E3/NQ/014	H/506/9685
Remove and Replace Motor Vehicle Road Wheels	E3	1	10	10	XS5/E3/NQ/002	T/508/0318
Remove and Replace Spark Plugs	E3	1	10	10	XS4/E3/NQ/002	L/508/0311
Routine Motorcycle Checks	E3	2	20	20	XS1/E3/NQ/025	A/505/3220
Routine Vehicle Checks	E3	2	20	20	XS1/E3/NQ/026	F/505/3221
Routine Wheel and Tyre Checks	E3	2	20	20	XS1/E3/NQ/027	J/505/3222
Valeting a Car Interior	E3	3	30	30	XS1/E3/NQ/038	T/506/9786
Washing a Car Exterior	E3	1	10	10	XS1/E3/NQ/029	K/505/3228
Wax and Polish a Car Exterior	E3	1	10	10	XS1/E3/NQ/039	F/506/9788

## Level 1

### Personal Development Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Active Citizenship in the Local Community	1	1	9	10	HE4/1/NQ/017	L/504/8510
Alcohol Awareness for the Individual	1	3	27	30	HH3/1/NQ/006	F/505/8791
Approaches to Learning	1	1	9	10	HE4/1/NQ/018	D/505/5297
Aspects of Citizenship	1	3	27	30	HE4/1/NQ/019	R/504/8511
Assertive Living	1	3	27	30	HB1/1/NQ/210	L/506/0558
Banking and Other Financial Organisations	1	1	9	10	HE1/1/NQ/006	R/504/7486
Behaviour in Conflict	1	3	27	30	HB1/1/NQ/229	R/504/8718
Building a Personal Career Portfolio	1	3	27	30	HB1/1/NQ/211	M/504/7494
Career Preparation	1	1	9	10	HC1/1/NQ/030	L/506/0737
Caring for your Child	1	3	27	30	HJ1/1/NQ/011	T/504/7514
Communication in the Workplace	1	3	27	30	HC1/1/NQ/028	J/504/7517
Develop Independent Skills for Living in the Community	1	3	27	30	HB1/1/NQ/212	R/506/0559
Developing a Personal Learning Programme	1	3	27	30	HB1/1/NQ/217	L/506/1970
Developing Confidence and Self-Esteem	1	1	9	10	HB6/1/NQ/011	A/506/5318
Developing Own Interpersonal Skills	1	3	27	30	HB7/1/NQ/012	D/504/8429
Developing Personal Confidence and Self Awareness	1	3	27	30	HB1/1/NQ/215	D/504/8432

Developing Personal Development Skills	1	3	27	30	HB1/1/NQ/216	T/506/0571
Developing Personal Learning Skills	1	6	54	60	HB1/1/NQ/218	K/506/0759
Developing Skills for Independent Life	1	3	27	30	HD6/1/NQ/016	J/506/0560
Employment Rights, Contracts and Pay	1	3	27	30	HC4/1/NQ/099	R/505/8794
Family Relationships	1	3	27	30	HJ2/1/NQ/006	M/504/8225
Food Safety in the Home and Community	1	2	20	30	HB1/1/NQ/095	H/502/3094
Group and Teamwork Communication Skills	1	3	27	30	HB1/1/NQ/213	K/506/0664
Handling Data	1	2	18	20	HD4/1/NQ/063	R/506/1050
Health and Hygiene in the Home	1	3	27	30	HJ1/1/NQ/009	K/505/8557
Health and Safety Awareness in a Working Environment	1	1	9	10	HC4/1/NQ/093	J/504/8487
Health and Safety in a Practical Environment	1	1	9	10	HC1/1/NQ/022	Y/505/4441
Healthy Living	1	3	27	30	HJ1/1/NQ/010	L/504/8264
Household Skills	1	3	27	30	HD6/1/NQ/019	M/507/2718
Improving Assertiveness and Decision Making	1	3	27	30	HB6/1/NQ/010	D/505/8555
Improving Own Confidence	1	3	27	30	HB1/1/NQ/220	L/506/0656
Improving Own Learning and Performance	1	3	27	30	HB1/1/NQ/166	J/504/4391
Independent Shopping for Household Items	1	3	27	30	HD6/1/NQ/017	J/504/8277
Induction to Study	1	3	27	30	HB1/1/NQ/221	R/504/8279

Introduction to Drug Awareness for the Individual	1	3	27	30	HH3/1/NQ/007	H/506/1215
Issues of Substance Misuse	1	1	9	10	HH3/1/NQ/008	H/504/8688
Job Seeking Skills	1	3	27	30	HC4/1/NQ/094	R/504/8573
Lip Reading Skills	1	6	54	60	HB1/1/NQ/214	F/506/0668
Looking After Own Health	1	1	9	10	HJ1/1/NQ/007	T/505/4060
Making and Using Story Sacks for Family Learning	1	3	27	30	HF1/1/NQ/028	R/505/8553
Making Choices in Pursuit of Personal Goals	1	3	27	30	HB1/1/NQ/222	R/506/1971
Managing Own Personal Relationships with Others	1	3	27	30	HB1/1/NQ/223	D/506/0712
Managing Your Own Learning	1	3	27	30	HB1/1/NQ/224	L/505/8552
Measure: Time and Temperature	1	2	18	20	HD4/1/NQ/061	R/506/0920
Participating in a Vocational Taster	1	2	18	20	HC1/1/NQ/035	H/507/1128
Pay and Payslips	1	1	9	10	AA4/1/NQ/001	D/507/0611
Peer Mediation	1	3	27	30	HB1/1/NQ/231	R/504/8816
Personal Budgeting And Managing Money	1	3	27	30	HE1/1/NQ/011	M/507/9488
Personal Career Planning	1	3	27	30	HC1/1/NQ/029	M/504/7527
Personal Development	1	3	27	30	HB1/1/NQ/225	Y/506/0577
Prepare for Interview	1	1	9	10	HC4/1/NQ/095	R/506/0738
Personal Presentation in the Workplace	1	1	9	10	HB6/1/NQ/009	K/504/9504
Preparing for a Recruitment Interview	1	3	27	30	HC4/1/NQ/096	K/505/8722

Preparing for an Interview	1	1	9	10	HC4/1/NQ/108	M/507/0614
Preparing for Work	1	2	16	20	HC4/1/NQ/080	K/505/4444
Presentation Skills	1	2	18	20	HB1/1/NQ/219	T/504/8131
Probability	1	1	9	10	HD4/1/NQ/064	K/506/0924
Problem Solving in the Workplace	1	3	27	30	HB4/1/NQ/001	H/505/8587
Punctuation and Grammar Skills	1	2	18	20	HD3/1/NQ/033	J/506/0896
Reading and Understanding	1	3	24	30	HD3/1/NQ/028	R/505/2073
Recognising Employment Opportunities	1	1	9	10	HC4/1/NQ/098	R/504/8685
Recognising and Respecting Diversity in the Workplace	1	1	9	10	HC1/1/NQ/023	L/503/4896
Rights and Responsibilities in the Workplace	1	1	8	10	HC1/1/NQ/025	T/504/5214
Sex and Relationships	1	3	24	30	HB1/1/NQ/104	J/504/8196
Speaking and Listening Skills	1	3	27	30	HD2/1/NQ/002	M/505/8656
Spelling Rules and Strategies in Practical Use	1	3	27	30	HD3/1/NQ/034	D/506/0905
Spelling Skills	1	3	27	30	HD3/1/NQ/035	H/506/0906
Study Skills	1	3	27	30	HB1/1/NQ/105	L/504/8197
Supporting Your Children in Family Learning	1	3	27	30	HB1/1/NQ/226	J/505/8596
Take Part in an Activity	1	1	9	10	HB1/1/NQ/228	A/504/8714
The Peer Mediation Process	1	3	27	30	HB1/1/NQ/237	T/504/8856
Time Management	1	3	27	30	AF2/1/NQ/002	L/504/8717
Understanding And Using 2D Shapes	1	1	9	10	HD4/1/NQ/065	A/506/0927

Understanding And Using Decimals	1	2	18	20	HD4/1/NQ/066	F/506/0928
Understanding And Using Fractions	1	2	18	20	HD4/1/NQ/067	J/506/0929
Understanding And Using Percentages	1	2	18	20	HD4/1/NQ/068	A/506/0930
Understanding Customer Service	1	3	27	30	BA3/1/NQ/002	A/506/1043
Understanding Diversity within Society	1	3	27	30	HE4/1/NQ/020	F/505/8807
Understanding Eating Disorders	1	1	9	10	HH5/1/NQ/004	H/506/0632
Understanding Equal Opportunities	1	3	27	30	HE4/1/NQ/021	M/506/0634
Understanding Length, Weight And Capacity	1	1	9	10	HD4/1/NQ/084	M/507/9491
Understanding Motivation	1	1	9	10	HE4/1/NQ/024	D/506/5327
Understanding Own Response to Body Image	1	2	18	20	HB1/1/NQ/230	J/506/1983
Understanding Pay	1	3	27	30	HB1/1/NQ/110	Y/504/8204
Understanding Perimeter And Area	1	1	9	10	HD4/1/NQ/085	A/507/9493
Understanding Welfare at Work	1	3	27	30	HC4/1/NQ/100	M/506/1993
Understanding What Volunteering is About	1	1	10	10	HD5/1/NQ/005	L/506/0799
Understanding Whole Numbers	1	2	18	20	HD4/1/NQ/072	D/505/9673
Understanding Work- Based Learning and Apprenticeships	1	1	9	10	HC4/1/NQ/101	Y/506/0742
Understanding Working Patterns	1	1	9	10	HC4/1/NQ/102	D/506/0743
Understanding Young People, Law and Order	1	3	27	30	HH4/1/NQ/002	T/506/0649
Undertaking an Enterprise Project	1	3	27	30	HC4/1/NQ/081	T/505/4446
Using an Ordnance Survey Map	1	2	18	20	HB1/1/NQ/238	F/505/8631

Using Calculations: Addition And Subtraction Of Whole Numbers	1	1	9	10	HD4/1/NQ/073	D/506/0936
Using Calculations: Multiplication And Division Of Whole Numbers	1	2	18	20	HD4/1/NQ/074	H/506/0937
Using Cooking Skills in the Domestic Kitchen	1	3	27	30	HB1/1/NQ/239	Y/506/0790
Using Teamwork Skills	1	3	27	30	HB1/1/NQ/240	D/506/0676
Understanding Stress and Stress Management Techniques	1	3	27	30	HB3/1/NQ/005	H/506/0601
Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9	10	HB1/1/NQ/236	Y/506/0613
Understanding Volume	1	1	9	10	HD4/1/NQ/086	F/507/9494
Understanding Welfare at Work	1	3	27	30	HC4/1/NQ/100	M/506/1993
Understanding What Volunteering is About	1	1	10	10	HD5/1/NQ/005	L/506/0799
Website Software	1	3	20	30	CQ0/1/NQ/002	L/502/4630
Work Experience	1	3	27	30	HC4/1/NQ/104	J/506/1997
Work Placement	1	3	27	30	HC4/1/NQ/013	R/504/8198
Work, Review and Plan	1	3	27	30	HB1/1/NQ/241	Y/506/0708
Writing For Meaning Skills	1	3	27	30	HD3/1/NQ/036	M/506/0911

### Administration Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Filing Skills	1	3	27	30	AY4/1/NQ/002	R/505/0825
Using Faxes and Photocopiers	1	3	27	30	AY8/1/NQ/008	T/506/2000

### Agriculture Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assist with Animal Accommodation	1	2	18	20	SH2/1/NQ/001	R/600/0470
Assist with Feedstuffs for Small Animals	1	2	18	20	SF2/1/NQ/001	H/600/0473
Assist with the Care of Animals	1	2	18	20	SH2/1/NQ/002	A/502/4588
Assist with the Movement and Handling of Small Animals	1	1	9	10	SH2/1/NQ/003	T/502/5710
Principles of Dealing with Animal Accommodation	1	2	18	20	SH2/1/NQ/004	D/600/0469
Principles of the Care of Animals	1	2	18	20	SH2/1/NQ/005	F/502/4589
Principles of the Movement and Handling of Small Animals	1	2	18	20	SH2/1/NQ/006	L/502/5714
Understanding Soils and Crop Plants	1	3	27	30	SD2/1/NQ/001	F/506/1013

### Animal Care Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assist with Maintaining the Health and Wellbeing of Animals	1	6	50	60	SP5/1/NQ/001	H/502/5119
Developing Confidence Working With Animals	1	3	27	30	SP2/1/NQ/004	H/507/9486
Principles of Dealing with Feedstuffs for Small Animals	1	1	9	10	SP2/1/NQ/002	Y/600/0471



### Building and Construction Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Apply Foundation and Plain Papers	1	5	50	50	TG2/1/NQ/035	F/505/0304
Assemble Units for Interiors	1	1	10	10	TE3/1/NQ/004	L/505/0306
Bricklaying Principles	1	3	30	30	TG2/1/NQ/030	T/505/0607
Brickwork Skills	1	4	34	40	TG2/1/NQ/036	T/505/0476
Carpentry Hand Skills	1	3	27	30	TG7/1/NQ/015	J/506/0512
Constructing a Cavity Wall Using Bricklaying Skills	1	3	27	30	TG2/1/NQ/026	L/504/9625
Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27	30	TG2/1/NQ/027	Y/504/9627
Constructing a One Brick Wide Wall Using Bricklaying Skills	1	3	27	30	TG2/1/NQ/028	H/504/9629
Developing Construction Painting Skills	1	4	40	30	TG8/1/NQ/002	R/502/3690
Developing Joinery Skills	1	4	40	40	TG2/1/NQ/007	H/502/3693
Developing Plumbing Skills	1	4	40	40	TH3/1/NQ/001	K/502/3694
Fitting Units for Interiors	1	1	10	10	TE3/1/NQ/005	F/506/2002
Fix and Fit Work Surfaces	1	1	10	10	TE3/1/NQ/006	R/506/2005
Know How to Carry Out Basic Blocklaying	1	2	20	20	TG2/1/NQ/037	J/506/2017
Know How to Maintain and Use Carpentry and Joinery Hand Tools	1	2	20	20	TG2/1/NQ/038	H/506/2011
Know How to Produce Basic Woodworking Joints	1	3	30	30	TG7/1/NQ/014	T/506/2014

Plastering Techniques	1	3	27	30	TG1/1/NQ/011	A/508/5715
Preparing Ceilings and Walls for Decoration	1	1	10	10	TG8/1/NQ/025	T/505/0669
Use of Tools and Equipment for Bricklaying	1	3	27	30	TG2/1/NQ/039	F/505/8614
Using and Maintaining Woodworking Tools	1	3	27	30	TG7/1/NQ/016	J/506/3247
Using Decorative Paint Effects for Interior Walls	1	3	27	30	TG8/1/NQ/022	F/505/4398
Using Floor and Wall Tiling Techniques	1	3	27	30	TG4/1/NQ/004	D/506/0497
Using Painting Skills for Interior Ceilings and Walls	1	3	27	30	TG8/1/NQ/019	K/504/9647
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27	30	TG8/1/NQ/026	R/506/0500
Using Plastering Skills - Plastering to a Window Reveal	1	3	27	30	TG8/1/NQ/027	Y/506/0501
Wallpapering Skills	1	3	27	30	TG8/1/NQ/028	K/505/0751

### Business Management Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Budgetary Control within a Business Environment	1	3	27	30	AG1/1/NQ/002	T/504/9358
Business Meeting Techniques	1	3	27	30	AA3/1/NQ/003	J/505/8792
Understanding Business Communication	1	3	27	30	AF3/1/NQ/003	H/506/0548
Understanding Time Management in the Workplace	1	2	18	20	HC4/1/NQ/105	H/506/0761

### Child Development and Well Being Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Caring for Young Children	1	3	27	30	HF7/1/NQ/003	T/505/3054
Caring for Your Baby	1	3	27	30	PT2/1/NQ/011	M/505/8933
Developing Language and Communication Skills in Children	1	3	27	30	HF7/1/NQ/005	R/505/5880
Developing Skills for Listening to Children	1	3	27	30	HF1/1/NQ/034	H/504/8514
Parenting Skills	1	3	27	30	HJ2/1/NQ/005	T/504/7786
Play for Early Learning	1	3	27	30	HF1/1/NQ/035	J/505/1602
Supporting a Child with Reading	1	3	27	30	HD3/1/NQ/030	J/504/8697
Supporting Children's Literacy and Numeracy Development	1	3	27	30	HB1/1/NQ/227	K/506/1975
The Physical and Psychological Needs of Children	1	3	27	30	HF1/1/NQ/036	K/505/1611
Understanding Changing Roles and Relationships in	1	3	27	30	HJ2/1/NQ/007	M/505/8804
Understanding Child Development	1	3	27	30	HF1/1/NQ/029	T/506/0974
Understanding Children's Social and Emotional Development	1	3	27	30	HF1/1/NQ/030	L/505/8650
Understanding Growth, Social and Emotional Development of Children	1	3	27	30	HF1/1/NQ/031	H/505/8606
Understanding Your Pregnancy and Preparation for Your Baby	1	3	27	30	HJ2/1/NQ/008	R/506/0724
Using Craft Activities With Children And Young People	1	3	27	30	HF1/1/NQ/033	L/506/0978
Working with your Child to Develop Literacy Skills	1	3	27	30	HD3/1/NQ/032	F/504/8892

Working with Your Child to Develop Numeracy Skills	1	3	27	30	HD4/1/NQ/062	J/504/8893
Young Parenthood	1	2	18	20	HD5/1/NQ/006	K/506/0728

### Crafts, Creative Arts and Design Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Art Project	1	3	23	30	JA2/1/NQ/003	A/504/9099
Garment Construction	1	3	27	30	JK6/1/NQ/048	K/505/9854
Hand Knitting Skills	1	3	27	30	JK6/1/NQ/047	K/504/9969
Painting with Water Based Media	1	3	27	30	JB2/1/NQ/005	R/504/9108
Measuring and Cutting Skills for Garment Making	1	3	27	30	JK1/1/NQ/010	Y/505/8554
Preparation for Garment Construction	1	2	18	30	JK6/1/NQ/060	K/507/9490
Sewing Skills	1	3	27	30	JK6/1/NQ/046	R/505/9010

### Engineering Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assembling Mechanical Components	1	3	30	30	XH1/1/NQ/003	M/505/4347
Developing Skills in Using a Bench/Pedestal Drilling Machine	1	4	40	40	XF7/1/NQ/004	H/506/0985
Developing Skills in Wiring Electrical Circuits and Components	1	3	30	30	XA5/1/NQ/006	K/506/0986
Electronic Assembly Skills	1	3	30	30	XJ1/1/NQ/003	A/505/0706

Joining Materials Using Welding	1	3	30	30	XE2/1/NQ/003	A/505/4352
Making Engineering Components Using Hand Tools	1	4	36	40	XA5/1/NQ/005	F/505/4353

### Environmental Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding Ecology and Conservation	1	3	27	30	QD1/1/NQ/006	Y/505/6576

### Foundation for Learning and Life Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding HE: Raising Aspirations	1	2	18	20	HB1/1/NQ/243	K/505/8719

### History Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Discover Local History	1	3	27	30	DB6/1/NQ/001	D/504/1660

### Health and Social Care Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Introduction to the Adult Social Care Sector	1	1	10	10	PT1/1/NQ/007	F/502/9579
Introduction to the Values and Principles of Adult Social Care	1	1	10	10	PT1/1/NQ/008	D/502/9590
Peer Support Skills	1	2	18	20	PT1/1/NQ/021	A/504/9376

The Role of Young People as Peer Mentors	1	3	27	30	PT1/1/NQ/022	A/504/9085
Understanding Nutrition, Performance and Healthy Eating	1	3	27	30	PA1/1/NQ/004	R/505/3269
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	1	3	27	30	PT1/1/NQ/019	J/505/3270

### Horticulture and Forestry Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Cultivating Compost and Soils	1	3	27	30	SE3/1/NQ/004	L/506/1015
Cultivating Herbs	1	3	27	30	SE2/1/NQ/032	R/506/1016
Developing Skills in Garden Horticulture	1	3	27	30	SE3/1/NQ/004	L/506/1015
Practical Floristry Skills	1	3	27	30	SE2/1/NQ/032	R/506/1016
Understanding Organic Horticulture	1	3	27	30	SE2/1/NQ/033	L/503/9225
Understanding Plant Pruning	1	1	9	10	SE7/1/NQ/005	A/504/9247
Understanding Sowing and Growing Techniques	1	3	27	30	SE3/1/NQ/005	F/506/1030
Understanding Techniques Used in Floristry	1	3	27	30	SE2/1/NQ/027	D/505/6577

### Hospitality and Catering Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Basic Food Preparation and Cooking	1	3	30	30	NF1/1/NQ/006	K/505/3052
Customer Service in the Hospitality Industry	1	3	20	30	NA1/1/NQ/016	A/504/9393
Food Service	1	3	30	30	NA1/1/NQ/017	M/506/0813
Front Office Operations	1	3	30	30	ND3/1/NQ/004	Y/505/6142
Introduction to Food Commodities	1	1	10	10	NA1/1/NQ/014	D/505/6143
Introduction to the Hospitality Industry	1	2	20	20	NA1/1/NQ/013	A/505/3198
Preparing and Serving Drinks	1	3	27	30	NB2/1/NQ/005	D/505/8636
Using Kitchen Equipment	1	1	10	10	NF1/1/NQ/007	R/505/3272

### IT for Users Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Audio Software	1	2	15	20	CQ6/1/NQ/001	K/502/4389
Data Management Software	1	2	15	20	CY0/1/NQ/001	F/502/4558
Database Software	1	3	20	30	CP2/1/NQ/001	H/502/4553
Design Software	1	3	20	30	CQ5/1/NQ/001	M/502/4572
Desktop Publishing Software	1	3	20	30	CQ2/1/NQ/001	Y/502/4565
Imaging Software	1	3	20	30	CQ5/1/NQ/002	J/502/4612

IT Communication Fundamentals	1	2	15	20	CP4/1/NQ/001	Y/502/4291
IT Software Fundamentals	1	3	20	20	CP0/1/NQ/001	L/502/4384
Multimedia Software	1	3	20	30	CQ6/1/NQ/002	Y/502/4615
Presentation Software	1	3	20	30	CQ0/1/NQ/001	K/502/4621
Spreadsheet Software	1	3	20	30	CP3/1/NQ/001	A/502/4624
Using Email	1	2	15	20	CR3/1/NQ/001	J/502/4299
Using Mobile IT Devices	1	2	15	20	CN4/1/NQ/001	H/502/4374
Using the Internet	1	3	20	30	CR3/1/NQ/002	T/502/4296
Video Software	1	2	15	20	CQ6/1/NQ/003	K/502/4392
Website Software	1	3	20	30	CQ0/1/NQ/002	L/502/4630
Word Processing Software	1	3	20	30	CQ1/1/NQ/001	L/502/4627

### Media and Communication

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Introduction to Advertising	1	1	9	10	KA2/1/NQ/007	Y/505/8604
Introduction to News Production	1	2	18	20	KA2/1/NQ/008	Y/505/8618



## Performing Arts Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Backstage Skills	1	3	27	30	LE1/1/NQ/001	M/504/7124
Developing Creative Writing Skills	1	3	27	30	HB1/1/NQ/244	M/506/0889
Developing DJing Skills	1	3	27	30	LK4/1/NQ/003	H/506/0825
Developing Performance Improvisation Techniques	1	3	27	30	LC4/1/NQ/024	M/506/0830
Developing Technical Skills for Performance in the Arts	1	3	27	30	LC4/1/NQ/025	R/506/0836
Introduction to Composing Music	1	6	54	60	LF5/1/NQ/012	T/504/4953
Music Skills for Solo Performance	1	6	54	60	LF1/1/NQ/002	D/505/8619
Musical Ensemble Skills	1	6	54	60	LH1/1/NQ/003	J/507/3017
Musical Theatre	1	3	27	30	LC1/1/NQ/007	D/506/0838
Performing Physical Theatre	1	3	27	30	LC1/1/NQ/008	A/505/4898
Rehearsing for a Production	1	3	27	30	LC1/1/NQ/009	T/506/0845
Song Writing Skills in Popular Music	1	6	54	60	LF5/1/NQ/013	F/506/0847
Sound and Audio Production Skills	1	3	27	30	LK1/1/NQ/009	L/505/0998

Understanding the Use of Digital Sampling Techniques for Composing and Producing Music	1	3	27	30	LK1/1/NQ/010	L/506/0852
Using Aural Skills in Music	1	3	27	30	LF5/1/NQ/014	L/505/1004
Using the Internet as a Medium for Music	1	3	26	30	LK1/1/NQ/004	R/504/7178

### Retail Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding the Business of Retail	1	1	8	10	BC3/1/NQ/001	A/502/5756
Understanding the Retail Selling Process	1	2	13	20	BC3/1/NQ/002	T/502/5805

### Hair and Beauty Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Colour Hair Using Temporary Colour	1	3	30	30	HL7/1/NQ/001	R/600/4874
Create and Maintain Retail Displays in the Salon	1	2	17	20	HL7/1/NQ/002	Y/600/6335
Plaiting and Twisting Hair	1	3	30	30	HL7/1/NQ/003	Y/502/3805
Salon Reception Duties	1	3	22	30	HL7/1/NQ/004	R/600/6334
Styling Men's Hair	1	3	30	30	HL7/1/NQ/005	A/502/3795
Styling Women's Hair	1	3	30	30	HL7/1/NQ/006	F/502/3796

### Sport, Leisure and Recreation Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Developing Angling Skills	1	3	27	30	MH4/1/NQ/003	J/505/8629
How the Body Works	1	4	30	40	MA2/1/NQ/019	K/507/9487
Participating in a Vocational Taster	1	2	18	20	HC1/1/NQ/035	H/507/1128
Planning a Fitness Programme	1	3	27	30	MA2/1/NQ/003	F/504/8200
Sport and Active Leisure Project	1	4	30	40	MA1/1/NQ/012	J/505/8727
Taking Part in Exercise and Fitness	1	4	30	40	MA1/1/NQ/010	A/505/7221
Taking Part in Sport	1	3	27	30	MA1/1/NQ/013	R/505/1330
The Angling Environment	1	3	27	30	MH4/1/NQ/005	T/507/9492
Using Craft Skills with Natural Materials	1	3	27	30	MA1/1/NQ/014	T/505/8609

### Transport, Operations and Maintenance Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Carry Out a Systematic Cycle Check	1	1	9	10	XS8/1/NQ/005	H/504/9582
Checking and Maintaining a Car's Tyre Pressure and Tread	1	1	9	10	XS1/1/NQ/013	A/505/3055
Identification of Basic External and Internal Car Parts	1	3	27	30	XS1/1/NQ/021	T/506/0988

Maintaining a Wheeled Vehicle for Personal Use	1	2	18	20	HD6/1/NQ/018	M/504/8578
Remove and Replace a Cycle Rim Brake Assembly	1	2	10	20	XS1/1/NQ/022	L/506/2035
Repair a Cycle Puncture	1	1	5	10	XS8/1/NQ/007	D/506/2038
Responsible Road Vehicle Ownership and Use	1	2	18	20	HD5/1/NQ/004	H/504/8691
Routine Motorcycle Maintenance Processes and Procedures	1	4	30	40	XS1/1/NQ/005	D/600/3310
Tools, Equipment and Materials for Vehicle Maintenance	1	4	30	40	XS1/1/NQ/006	F/600/3297

### Travel and Tourism Unit Group

Unit Name	Level	Credit	GLH	TQT	Unit code	Unit reference number
Planning a Trip to a Visitor Attraction	1	4	30	40	NL1/1/NQ/001	A/502/3702